

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 22, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-49

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Updates to IT0094 (Residence Status)

In LaGov HCM, IT0094 (Residence Status), is used to document I-9 Immigration and Naturalization information (i.e. documenting a person's legal right to work in the United States). At the request of HR personnel, changes have been made to IT0094 to make the fields more consistent with Form I-9.

The following is a list of changes to IT0094:

- Non-Citizen and Non-resident Alien options have been removed from the Residence Status drop down. The following new options have been added:
 - Non-Citizen National
 - Alien Authorized to Work
 - Lawful Permanent Resident
- The following four additional employment authorization document options have been added to the work permit drop down list. More information on these authorization documents can be found in the [USCIS Handbook for Employers \(M-274\)](#).
 - Permanent Resident Card
 - H-1B Visa
 - J-1 Visa
 - F-1 Opt Practical Training - OPT
- A hard edit has been added to limit the entry of the U.S. Social Security Card as a work permit for Citizens and Lawful Permanent Residents only.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-49

June 22, 2012

Page 2

Also, an IT0019 (Monitoring of Tasks) will be dynamically presented when a work permit expiration date is entered on IT0094. This will assist agencies in tracking expiration of work authorization.

Agencies should review the IT0094 records for all employees who are not coded as "citizen" to ensure they are coded appropriately and make any necessary changes. Review OSUP Memo [#2012-46](#) for details regarding IT0094 entry requirements.

If there are any questions regarding this information please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Brandy Boyd	342-5354	Jodi Bullock	342-5345
Michelle Richmond	342-5357	Desiree Jefferson	342-5377
Jessamye Charette	342-5344		

APH:BPB/ral